

Duties:

The incumbent is a trainee Plant Protection and Quarantine (PPQ) Officer. As a trainee, the incumbent receives formal in-service training at the PPQ Training Center and on-the-job training at an assigned duty station to become familiar with the policies, procedures, and responsibilities of PPQ. The incumbent will be progressively trained to perform some or all of the following duties:

- Inspect ships, aircraft, vehicles, passengers, railway cars, mail, baggage, plants, plant products, and miscellaneous articles (following standard PPQ procedures) for restricted or prohibited agricultural commodities, animal by-products, and pests that are potentially dangerous to the nations agriculture.

- Review manifests, incoming PPQ forms, consular invoices, and other documents associated with the import of products, noting agricultural commodities on an inspection report based on the country of origin, type of commodity, pest risk, etc. Selects material for inspection according to established sampling plans. Using field techniques, recognizes the presence and/or symptoms of plant pests. Distinguishes between domestic and cosmopolitan pests and those that are potentially dangerous to the agricultural industry. From the results of inspections, make decisions as to the subsequent action, such as: (1) release of non-prohibited products and materials; (2) determines the need for pre-entry treatments; and (3) refuse entry, movement, and/or seize or safeguard prohibited, restricted, and infested materials pending final disposition.

- Contacts landowners, farmers, nurserymen, warehousemen, trade representatives, brokers, etc., relative to securing permission to conduct surveys, enforce quarantine regulations, and advise on PPQ programs and regulations.

- Coordinates and conducts surveys and inspections to determine the presence and density of plant pests and other environmental, physical, biological, and ecological factors that may affect the extent of damage the pests might cause.

- Interprets and enforces Federal and parallel state domestic quarantines and regulatory orders restricting the shipment of plants, plant products, animal by-products, and other materials into, within, and out of the United States. Upon compliance with regulations, issues certificates or permits the movement of regulated articles. Prepares and executes compliance agreements with cooperators, establishments, etc. Reviews and revises cooperative agreements as conditions warrant.

- Plans, conducts, and/or supervises various treatments such as disinfection, sterilization, fumigation, etc., of plant pests. Determines and insures the proper dosage, time of exposure, temperature, and safety conditions are met to avoid damage to the products. Determines the appropriate measures to use to eradicate the pests. Decides when re-inspection of infested sites

shall be made to determine the incidence or density of plant pests and the effect of control operations.

FACTOR 1

Knowledge Required by the Position Primary L 1-5 750 pts.

Professional knowledge in a combination of the biological sciences of plant pathology, entomology, nematology, botany, and related agricultural sciences to recognize various agricultural commodities, plant pests, and conditions that may have adverse affect on agricultural production.

Knowledge of the transportation and shipping industries to establish an effective system for inspection, certification, and movement of agricultural products to insure compliance with regulations.

FACTOR 2

Supervisory Controls Primary L 2-1 25 pts.

The incumbent works under the immediate supervision of a higher graded officer who gives specific assignments and provides on-the-job training. Completed work is reviewed for accuracy, completeness and conformance with instructions. The employee uses initiative in carrying out recurring assignment; deviations, problems and unusual situations are referred to a higher grade officer.

FACTOR 3

Guidelines Primary L 3-1 25 pts.

Guidelines includes agency regulations and directives and manuals on import, export, and animal by-products. The incumbent at this level uses judgment in selecting guidelines to use, but must work in strict adherence to the guidelines. Deviations must be approved by a higher grade officer.

FACTOR 4

Complexity Primary L 4-2 75 pts.

At this level, the incumbent is expected to have limited experience in the work to be performed. Oral instructions concerning the work methods, available equipment, and procedures to follow are given for assignments involving inspection, certification, surveys, and treatments. Decisions are made within the framework of specific guidelines. Problems encountered are referred to a higher grade officer for solutions.

FACTOR 5

Scope and Effect

Primary L 5-2 75 pts.

The work involves assignment of increasing complexity following specific guidelines, to enhance the incumbent's ability to handle situations of various degrees. These assignments develop the expertise needed by a PPQ Officer to prohibit, restrict, or safeguard products that may carry pests potentially dangerous to the nation's agriculture.

FACTOR 6

Personal Contacts

Primary L 6-2 25 pts.

Contacts are with the general public, importers, exporters, transportation and shipping company employees, state and Federal employees of the Custom Service, U.S. Postal Service, Fish and Wildlife Service, and others involved in import, export, or movement of agricultural commodities within the United States.

FACTOR 7

Purpose of Contacts

Primary L 7-1 20 pts.

The personal contacts involve exchange of information regarding the methods, procedures, and objectives of PPQ.

FACTOR 8

Physical Demands

Primary L 8-3 50 pts.

The work requires physical exertion such as: long periods of standing at passenger inspection counters or sitting for long periods to perform microscopic examinations; recurring crouching, stooping and reaching while inspecting cargo, automobiles, vessels or other conveyances; occasional climbing and descending ladders on vessels; long periods of walking, carrying equipment weighing up to 50 pounds; occasional handling of loaded 55 gallon drums, fumigation tarps, farm implements and equipment, gas cylinders, bags of chemicals or other materials; long periods of driving in rural and/or metropolitan areas; occasional riding in all-terrain vehicles in rough terrain and flying in small observational aircraft; work schedules may require more than 40 hours per week.

FACTOR 9

Work Environment

Primary L 9-2 20 pts.

The work environment includes farms, railroad yards, aircraft cargo areas and marine docks. Periods of outdoor work may be required in snow, rain, or extreme heat. Occasional periods of outdoor work may be required in remote areas with no modern comfort facilities. The work

involves the use of toxic chemicals, pesticides and fumigants. Protective clothing may be required such as hard hats, gloves, goggles, masks or self-contained breathing apparatus.